

ILLINOIS

PROFESSIONAL

EMERGENCY

MANAGER

PROGRAM

**DEVELOPED BY THE
ILLINOIS EMERGENCY MANAGEMENT AGENCY
AND THE
ILLINOIS EMERGENCY SERVICES MANAGEMENT
ASSOCIATION**

Revised 9/2014

VISION STATEMENT

The Illinois Professional Emergency Manager (IPEM) Program establishes a professional development standard for those seeking to advance their careers in the field of emergency management. The training and real life experiences available within the IPEM program provide successful applicants with sound disaster-management skills and the practical experience to help enhance the readiness of the communities they serve and to promote partnerships between those in the first-responder community.

MISSION STATEMENT

The IPEM Program provides professional standards and an accreditation program for emergency managers that will encourage local governments to support their local emergency management program. Elected Officials should ensure that their appointed emergency manager has the opportunity to attend training and educational opportunities provided by the Illinois Emergency Management Agency (IEMA), Federal Emergency Management Agency (FEMA), Illinois Emergency Services Management Association (IESMA) and other related agencies.

PROGRAM GOALS

- To provide emergency management personnel the opportunity to seek professional status by successfully completing a specified training curriculum.

- To create a better understanding of emergency management programs within local jurisdictions and emergency managers who guide elected officials through mitigation, prevention, preparedness, response and recovery phases of managing emergencies.
- To encourage local elected officials to utilize guidance provided in these professional standards and accreditation criteria in selecting the individual responsible for the jurisdiction's emergency management program.
- To provide guidance for local officials to use in developing an emergency manager position description and assist with the hiring process. This guidance is located on the IEMA/IPEM link and can be accessed thru a link on the IESMA website.
- To establish professional standards providing a level of competency required for an individual to maintain an emergency management program.
- To provide training programs designed to meet the professional needs of emergency managers today and in the future through continued education specific to the administration and management of an emergency management program.
- To establish a format and verification process for creation of the Illinois Professional Emergency Manager (IPEM) accreditation.
- To ensure that the IPEM program is accessible to individuals who are responsible for emergency management functions as provided under the National Incident Management System (NIMS).

- To recognize those that provide emergency management leadership to their jurisdiction thru their efforts and dedication to being knowledgeable and well trained.

Program Eligibility

Any citizen of the State of Illinois is eligible to apply for IPEM accreditation.

Application Requirements

EDUCATION: A copy of the applicant's highest educational degree received is required. This could include a BS/BA, associates degree, high school or GED diploma. (If the diploma is unavailable, the applicant should submit whatever documentation they have available to show that they completed one of these levels.

TRAINING: The following training courses must be successfully completed:

- Illinois Professional Development Series Certificate
- EOC Management and Operations
- Disaster Assistance
- Debris Management
- IS 393.a Introduction to Mitigation
- Hazardous Materials Awareness
- IS 700.a Introduction to NIMS
- IS 701.a NIMS Multiagency Coordination Systems(MACS)
- IS 702.a NIMS Public Information Systems
- IS 703.a NIMS Resource Management
- IS 800.b National Response Framework, An Introduction
- ICS 400*
- Additional 12 hours of IEMA/FEMA/IESMA, or other related agency, sponsored training.**

* Either Command and General Staff or All Hazard Incident Management Training courses can be substituted for ICS 400.

** Only 8 hours (a minimum of 2 hours per course) can come from non-IPEM required FEMA Independent Study courses, College level courses can also be used.***

*** Successfully completed college level courses, disaster/emergency management or management, can be used to meet the 12 required hours.

Please see the following scale:

# of Semester Hours 1 and above	# of Additional Training Hours 12
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To validate these courses, the applicant is required to submit the following:

- Official college transcript identifying courses/# of semester hours
- Official course description and agenda

Although only classroom courses will be accepted, applicants can request web-based courses be accepted by providing a detailed explanation of the required time commitment.

EXERCISE: Documentation that the applicant has participated in a functional or full-scale exercise. This documentation must include:

- A detailed 1-2 paragraph narrative (included in the IPEM Application Form) describing the specific exercise function that the applicant was

assigned. **The acceptable positions include; Exercise Director or Co-Director, Lead Controller, Lead Evaluator and MSEL/Injects Writing Team Member.** The description should provide details on what the applicant learned from their involvement in the exercise. Add as much detail as needed to allow the IPEM Review Committee to have a thorough understanding of the applicant's involvement.

- A letter from the Exercise/Co-Director or the IEMA central or regional office verifying that the applicant accomplished the tasks related to the position the applicant has identified they were assigned and the information included in the narrative.
- Copies of any specific exercise-related items that the applicant's involvement helped to produce. These items could include, but not be limited to, the exercise objectives, master sequence of events, copies of messages/evaluator notes, after-action-report (AAR) and improvement plan (IP). All documents must be submitted using the Homeland Security Exercise and Evaluation Program (HSEEP) format.

REFERENCE LETTER: Submit a letter validating the documented role, number of years in the role and a copy of current job description. Acceptable sources of the letter include: current supervisor or past supervisor (within the required number of years), Emergency Management Officials (Municipal, County, State or Federal), and Chief Elected Official in your jurisdiction.

EXPERIENCE (by date of application):

- 3 years Emergency Management Role at the Municipal, County, State, or Federal level (full, part-time, or volunteer)
At least 1 year must be Illinois based

- 2 years Emergency Management Role, with a Bachelor's Degree in Emergency Management or Homeland Security, at the Municipal, County, State, or Federal level (full, part-time or volunteer)
At least 1 year must be Illinois based
- 5 years Public Safety Role
Law Enforcement, Fire, EMS, Public Health, Military, National Weather Service, Human Services, Non-Governmental Organizations*
At least 1 year must be Illinois based
- 5 years Private Sector
Risk Management, Safety, Emergency Management Preparedness Specialist, Security/Emergency Response Specialist, Security Coordinator, Access Control Coordinator*
At least 1 year must be Illinois based

*Applicant may petition IPEM Review Committee for roles not listed above

PROFESSIONAL CONTRIBUTIONS: New Applicants will complete 5 of the 20 current contributions. *Listed on Pages 20-22*

IPEM Accreditation Application Process

An IPEM applicant must be received by IEMA with a post mark no later than July 15th for consideration of accreditation for that particular year. The IPEM application must include the following:

- A letter to the Director of IEMA requesting IPEM accreditation.
- A copy of the completed state or non-state employee application form.
- A copy of the education level documentation.
- A copy of all appropriate training course completion certificates or transcripts. (It is the responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting documentation.) A copy of the applicant's transcript is available by accessing the IEMA on-line registration link on the IEMA website. No certificates are to be submitted if the course is included on the applicant's transcript.
- A copy of the required exercise documentation.
- A copy of the reference letter verifying experience
- A copy of documentation needed for 5 Professional Contributions.

The application packet should be mailed to:

IEMA Director
2200 South Dirksen Parkway
Springfield, Illinois 62703-4528
Attn: IPEM Application

IPEM Application Review Committee

The IPEM Application Review Committee shall consist of the following members:

- IEMA Director or designee
- IESMA President or designee
- IEMA State Training Officer
- IESMA Professional Standards/Training & Education Committee Chair
- IESMA President designee

Additional members of the Committee may be appointed upon the concurrence of the IEMA Director and IESMA President. This committee will also review all submitted IPEM Accreditation Renewal applications. Individual members of the Committee shall not be present while their own application is being reviewed.

IPEM Application Review Committee Meeting Schedule/Quorum Requirements

The IPEM Application Review Committee will meet on a quarterly basis to review all submitted IPEM applications, based on the availability of applications received. Meeting dates to be established by the IEMA State Training Officer. A quorum of at least 3 members would be needed to conduct the review. Member participation via conference call or electronic format is acceptable.

IPEM Application Review Process

The IPEM Review Committee will review the application submission of all applicants to verify that the requirements have been met. After the application has been approved, a letter will be sent to the applicant acknowledging successful completion of the application and advising the individual of an award ceremony for the official presentation of the IPEM certificate.

If the application is denied, the IEMA State Training Officer will notify the applicant in writing indicating the reason the application was denied. The applicant will have twelve (12) months from the date of the notification to correct any deficient areas and submit the materials requested in the letter. If the revised materials are not submitted within the twelve (12) month period, a letter will be sent notifying the applicant that their current application has been denied. The applicant is not precluded from submitting a new application at a later date.

Presenting the IPEM Certificate

IEMA will present an IPEM certificate to each successful applicant at the annual IEMA Conference during the IEMA Director/IESMA President reception. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA Director and IESMA President, will be sent to the IPEM's supervisor to congratulate the successful applicant on their accomplishment. During the reception, the successful applicant will have the opportunity to provide the name and address of their supervisor that the above letter should be sent to. They will also have the opportunity to provide the name and address of the local newspaper to allow a press release to be sent to acknowledging their accomplishment.

The accreditation will be valid for a three-year period. The three-year period begins on the opening date of the IEMA Conference in which they received their certificate.

IPEM Renewal Requirements

During each three-year period of renewal, the applicant must:

TRAINING: Successfully complete 72 hours of IEMA/FEMA/IESMA sponsored training and/or conferences. This could include successfully completed Independent Study courses from FEMA. Up to 6 courses, at 2 hours each, may be submitted for credit. Petitions can be submitted to accept up to 36 hours of successfully completed training from other related agencies or conducting training for these other related agencies. These other related agencies could include, but are not limited to, the American Red Cross, National Weather Service, Salvation Army, US Military and the US Army Corps of Engineers. Credit hours from accredited college institutions will also be accepted. The applicant must submit the training objectives and agenda for the other related agencies training. The curriculum objectives and agenda must place heavy emphasis on issues relevant to emergency management and will be evaluated as such.

The IPEM Renewal Application Form includes the current list of training requirements that have been revised since 2011 and must be successfully completed.

If a previously completed training requirement has been revised, a copy of the completion certificate for the revised course must be included with the IPEM Renewal application in the event that this course is not listed on the IEMA training transcript. These courses can be counted toward the 72

required training hours. All revised training requirements will be listed on the “Application Renewal” link every September following the IEMA Conference.

EXERCISE: Provide documentation detailing the specific exercise assignment they accomplished, or player role they were assigned**, in a functional or full-scale exercise. This documentation must include:

- Provide a detailed 1-2 paragraph description (included in the IPER Renewal Application Form) of the specific exercise position that the applicant was assigned. (The acceptable positions include: Exercise Director/Co-Director, Lead Evaluator, Lead Controller and MSEL/Injects Writing Team Member.) The description should also provide details on what the applicant learned from their involvement in the exercise. Add as much detail as needed to allow the IPER Review Committee to have a thorough understanding of the applicant's involvement.
- Copies of any specific exercise-related items that the applicant’s involvement helped produce. These items could include, but not be limited to, the exercise objectives, master sequence of events, copies of messages/evaluator notes, after-action-report (AAR) and improvement plan (IP). All documents must be submitted using the Homeland Security Exercise and Evaluation Program (HSEEP) format.
- Letter from the Exercise Director/Co-Director or the IEMA central or regional office verifying that the applicant accomplished the tasks related to the position the applicant has identified they were assigned and the information included in the narrative.

**Renewal applicants are allowed to substitute a real-world/pre-planned event for the exercise requirement. This real-world/pre-planned event must have been of a magnitude that it required the involvement of multiple

agencies or multiple jurisdictions and required the applicant to serve in either a Command or General Staff position. The applicant would be required to submit the following:

- A copy of the after-action-report (AAR) and the improvement plan (IP) utilizing the HSEEP format.
- Detailed 1-2 paragraph description of the Command or General Staff position that the applicant was assigned.
- A letter from the Incident Commander or the IEMA central or regional office verifying that the applicant performed the identified tasks
- Copies of the ICS 203 and 207 from the Incident Action Plan identifying the Command or General Staff position that the applicant was assigned.

REFERENCE LETTER: Submit a letter validating the documented role, number of years in the role and a copy of current job description. Acceptable sources of the letter include: current supervisor or past supervisor (within the required number of years), Emergency Management Officials (Municipal, County, State or Federal), Chief Elected Official in your jurisdiction.

EXPERIENCE (by date of application):

- 3 years Emergency Management Role at the Municipal, County, State, or Federal level (full, part-time, or volunteer)
At least 1 year must be Illinois based

- 2 years Emergency Management Role, with a Bachelor's Degree in Emergency Management or Homeland Security, at the Municipal, County, State, or Federal level (full, part-time or volunteer)
At least 1 year must be Illinois based
- 5 years Public Safety Role
Law Enforcement, Fire, EMS, Public Health, Military, National Weather Service, Human Services, Non-Governmental Organizations*
At least 1 year must be Illinois based
- 5 years Private Sector
Risk Management, Safety, Emergency Management Preparedness Specialist, Security/Emergency Response Specialist, Security Coordinator, Access Control Coordinator*
At least 1 year must be Illinois based

*Applicant may petition IPEM Review Committee for roles not listed above

PROFESSIONAL CONTRIBUTIONS: Renewal Applicants will complete 3 of the 19 current contributions. *Listed on pages 20-22.*

IPEM Renewal Application Process

The IPEM accreditation is required to be renewed every three years. The IPEM renewal application must be received by IEMA with a post mark no later than July 15th of the year the accreditation expires for consideration of re-

accreditation. The IPEM accreditation renewal application must include the following:

- A letter to the Director of IEMA requesting IPEM accreditation renewal.
- A copy of the completed application form.
- A copy of all appropriate training course completion certificates or transcripts. It is the responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting documentation. A copy of the applicant's transcript is available by accessing the IEMA on-line registration link on the IEMA website. No certificates are to be submitted if the course is included on the applicant's transcript.
- A copy of the required exercise or real-world/pre-planned event documentation.
- A copy of documentation needed for 3 Professional Contributions.

The renewal application packet should be mailed to:

IEMA Director
2200 South Dirksen Parkway
Springfield, Illinois 62703-4528
Attn: IPEM Application

IPEM Renewal Application

Approval Review Process

The IPEM renewal applications will be reviewed by the IPEM Application Review Committee to determine if all of the above stated requirements have been met. After the application has been approved, a letter will be sent to the applicant acknowledging successful completion of the application and advising the individual of an award ceremony for the official presentation of the IPEM Renewal Seal.

If the application is denied, the IEMA State Training Officer will notify the applicant in writing indicating the reason the application was denied. The applicant will have twelve (12) months from the date of the notification to correct any deficient areas and submit the materials requested in the letter. If the revised materials are not submitted within the twelve (12) month period, a letter will be sent notifying the applicant that their current application has been denied. The applicant is not precluded from submitting a new application at a later date.

Presenting the IPEM Renewal Seal

Applicants who have successfully met the requirements to renew their IPEM will receive an IPEM renewal seal at the IEMA Annual Conference during the IEMA Director/IESMA President reception, to be affixed to their original certificate. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA Director and IESMA President, will be sent to the IPEM's supervisor to congratulate the successful applicant on their accomplishment. During the reception, the successful applicant will have the opportunity to provide the name and address of their supervisor that the above letter should be sent to. They will also have the opportunity to provide the name and address of

the local newspaper to allow a press release to be sent to acknowledging their accomplishment.

The accreditation will be valid for a three-year period. The three-year period begins on the opening date of the IEMA Conference in which they received their certificate.

Requesting a 1 year Extension for submitting the IPEM Renewal Application

A one (1) year extension is available to all IPEM renewal applicants. This request must be submitted in writing prior to the end of the three year period, to the IEMA State Training Officer. This request can be e-mailed gene.felchner@illinois.gov, faxed 217/557-1978 or mailed to:

IEMA State Training Officer
2200 South Dirksen Pkwy
Springfield, Illinois 62703-4528
Attn: IPEM Extension Request

2-Year IPEM Program **Review Committee**

The IPEM Program Review Committee will meet every two years to determine if any revisions are needed to the program.

IPEM Program Review Committee Meeting **Schedule/Quorum Requirements**

The IPEM Program Review Committee will meet in April of every even-numbered year. The IPEM Program Review Committee Chair would determine and inform the members of the specific date. The IPEM Program Review Committee Chair can schedule an additional meeting if needed.

A quorum of at least 7 members would be needed to conduct the review. Member participation via conference call or electronic format is acceptable.

IPEM Program Review **Committee Members**

The make-up of the eleven (11) members will be as follows:

- **IESMA**
Current President
Past President
3 additional members determined by the IESMA President
- **IEMA**
Regional Offices Manager
State Exercise Officer

3 Regional Coordinators determined by the Regional Offices Manager

- **Review Committee Chair**
IEMA State Training Officer

IPEM Program Review Committee Meeting **Agenda**

- Review the current IPEM program
- Discuss proposed IPEM Program changes
- Vote on any IPEM Program changes
- Discuss other current IPEM issues

Approval/Posting of Proposed Changes

IPEM Program Review Committee Chair sends proposed changes to IEMA Director and IESMA President for approval. After approval, the revised IPEM Program document will be posted to the IEMA/IESMA websites.

Approved and Adopted this 9th day of September in the year 2014.

Jonathon E. Monken, Director
Illinois Emergency Management
Agency

Kevin C. Sargent, President
Illinois Emergency Services
Management Association

Attachment #1

IPEM Application Process-Professional Contributions

Checklist must be completed and included in the certification application.

Supporting documentation for each professional contribution to emergency management must show proof of your claim for consideration.

Contribution Number	Contribution Name	Description
1	Professional Membership	Maintain a current membership in an Emergency Related Professional Organization for at least 3 years.
2	Professional Development	Attendance at a national or state conference or annual meeting relevant to emergency management.
3	Officer or Leadership Role	Serve for at least one (1) term as an officer or in a leadership position on a board, committee, task force or a special project for an emergency management-related organization.
4	Teaching or Instructing	Complete a formal teaching or instructing commitment relating to an emergency management related course that equals or exceeds three (3) hours of actual platform instruction where a certificate or credits are issued .
5	Publications	Write and have published (in print or on the internet) an emergency management article, flyer, brochure, or instructional packet that was intended to reach a substantial audience (ie: newsletter, computer blog, agency web-site, newspaper article, flyer for upcoming exercise/event or current actual event, among other). Applicant must have served as author, co-author, or contributor. A printed copy of the publication must be included.
6	Awards or Special Recognition	Received an award achieved through a nomination process in the field of emergency management or special recognition in conjunction with an emergency management activity.
7	Mitigation Project	Contributions toward or activities in support of reducing your community's vulnerabilities to hazards. The applicant must document a local mitigation activity that supports reducing your community hazard vulnerability (e.g., <u>active</u> member of the community's local mitigation strategy team, development of a mitigation program, etc.).

8	Special Assignment	Is an involvement in a special assignment for a committee task force or working group addressing disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the emergency management community.
9	Speaking Engagement	Develop and participate in two presentations or panels of a minimum of 20 minutes (including radio, television, educational, video, etc.) within the last five (5) years related to emergency management. This could also include presentations at local, state and nation-wide events and conferences. Applicant must be an actual presenter and not just the author of the presentation.
10	Audiovisual and Interactive Product	Personally develop content for distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond that normally expected from completion of an individual's job responsibilities. Any assignment indicated in the candidate's job description does not meet the criteria for Audiovisual and Interactive Product contribution (i.e. development of forms or a computer program that is identified in your job or part of the mission of your organization to include video of an exercise in which you participated).
11	Training	Complete advanced levels of training to enhance the applicant's emergency management capabilities. These courses could include those offered thru the National Domestic Preparedness Consortium and ICS position specific courses among others. The courses must be at least sixteen (16) hours in length.
12	Disaster Experience	Applicant was assigned as a member of the emergency operations center staff or a command or general staff position during an actual event that lasted at least forty-eight (48) hours. The applicant does not have to be involved for the entire 48 hours but does need their assignment to fall within that timeframe.
13	Development of Event Related Plan/Annex	Includes the development or assisting in the development of plans, related to a real event. These plans could include incident action plans, water distribution, financial assistance, damage assessment, debris management, volunteer and donations management, among others.
14	Development of Pre-Event Related Plan/Annex	Includes the development or assisting in the development of plans prior to the next real event. This could include emergency operations plan, continuity of operations, mitigation, hospital/school response, evacuation, hazmat, flood and transportation, among others.

15	Mentoring (Internal)	Includes mentoring or working directly with someone in your jurisdiction/organization to provide an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time. This could include a newly elected/appointed officer, a new volunteer, staff that is critical to your organization but doesn't see why they are critical, those that can help promote your program, those that were identified as a concern in past exercises, the person who will take your place when you step down, among others.
16	Mentoring (External)	Includes mentoring or working directly with someone outside your jurisdiction/organization to provide an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time. This could include newly appointed staff in a neighboring jurisdiction, staff outside your jurisdiction/organization that are crucial to your success but don't see why they are crucial, staff with regional responsibilities that include your jurisdiction/organization, among others.
17	Shadowing	Includes shadowing or following an individual for a period of time to observe how they accomplish specific tasks that you feel you would like more information on or to improve how you accomplish these tasks. These could include developing, conducting and evaluating an exercise, revising an emergency operations plan, managing emergency operations center during an actual activation, developing an after action report/improvement plan, conducting threat/hazard vulnerability assessment and completing grant application forms, among others.
18	Higher Education Degree	Completed either a Associate, Bachelor, Masters, or Doctorate in an Emergency Management-related field.
19	Other	Other contributions may be recognized by request that you feel do not fall within those previously listed. Contributions must clearly demonstrate a commitment to the emergency management profession.

1. **PROFESSIONAL MEMBERSHIP**

Active membership for at least three (3) years in an emergency management related professional organization. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's website).

Submit a copy of the current membership card or membership directory for each year of membership. Documentation from the organization identifying your three (3) year membership may be used as well.

One single membership organization for the required years or any combination of organizations over a three (3) year period, will be acceptable. While multiple organizations may be used, documentation of different years must be provided.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Describe how the association or organization, if other than IESMA or IAEM, relates to emergency management:

2. **PROFESSIONAL DEVELOPMENT**

Participate in an emergency management related workshop or conference for a cumulative total of at least ten (10) contact hours within the past five (5) years. To satisfy this requirement, you must document attendance with a copy of the certificate of attendance. If certificates were not available, written document from the sponsoring organizations letterhead of your attendance may be used. Unless noted on the certificate of attendance, you will receive 7 contact hours per workshop/conference day.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Identify lessons you learned by attending:

If a copy of the certificate of attendance is not provided, please address the following items:

*Name of workshop or conference:

*Sponsoring organization:

*Date:

*Location:

*Identify lessons you learned by attending:

3. OFFICER OR LEADERSHIP ROLE

Serve for at least one (1) term as an officer or in a leadership position on a board, committee, task force or a special project for an emergency management-related organization within the past five (5) years.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Name of organization:

*Office or leadership role:

*Length of service (timeframe):

*Description of role:

*Description of your contribution:

*Name and phone number of person to verify your identified role:

4. **TEACHING OR INSTRUCTING**

Complete a formal teaching or instructing commitment relating to an emergency management related course, which equals or exceeds three (3) hours of actual platform instruction where a certificate or credits are issued. The emphasis of this area is teaching an aspect of emergency management.

Example of teaching under this category include teaching a course on emergency management at a college or university, teaching professional development course of three (3) hours or more related to emergency management, or similar instructional commitment where the emphasis is on professional emergency management topics. Teaching is intended to focus on the profession of emergency management. For example, ICS or All Hazards Planning courses would be acceptable.

Providing technical skills training (HAZMAT, Fire, Law Enforcement, or EMS) to technical or professional people is not teaching professional emergency management.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Date:

*Location:

*Sponsoring organization:

*Length of presentation:

*Description of content:

*Name and phone number of individual who can verify your teaching or instruction commitment:

5. **PUBLICATIONS**

Write and have published (in print or on the internet) an emergency management article, brochure, or instructional packet that was intended to reach a substantial audience (ie: newsletter, computer blog, agency web-site, newspaper article for upcoming exercise/event or current actual event, among others, within the past five (5) years.

You must have served as author, co-author, or contributor.

Please include a copy of the publication.

If a copy of the publication is not available, please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Title:

*Publication source:

*Publication date:

*Intended audience:

*Name and phone number of individual who can verify publication and your identified involvement:

6. **AWARDS OR SPECIAL RECOGNITIONS**

Received an award or special recognition achieved through a nomination process in the field of emergency management, or special recognition in conjunction with an emergency management activity.

To satisfy this requirement, applicant may submit any award or special recognition received within the emergency management community or in conjunction with emergency preparedness activity. The award or special recognition must be personalized (i.e. addressed or inscribed) and refer directly to you. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution.

An award from the City/County Administrator or Board, state or federal agencies for emergency management related activities to the individual are an example of the type of recognition envisioned.

Awards for longevity (25 years of service) or routine performance awards are not adequate for inclusion under this category. Routine mass mailed thank you letters or certificate of participation are not acceptable.

The Professional Development Series (PDS) Advanced Professional Series (APS), Illinois Professional Emergency Manager (IPEM) or Certified Emergency Manager (CEM) do not qualify.

If unable to attach a copy of the award or special recognition, please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Date of award/special recognition:

*Title of award/special recognition:

*Sponsoring Organization:

*Describe the award/special recognition and your role/contribution that led to your selection as the recipient (be specific):

*Name and phone number of individual who can verify your award/special recognition:

7. **MITIGATION PROJECT**

Contributions toward, or projects in support of, reducing your community's vulnerabilities to hazards within the past five (5) years.

You must document a local mitigation project that supports reducing your community hazard vulnerability (e.g., active member of the community's local mitigation strategy team, developing a mitigation program, etc.).

Include a copy of the Mitigation Planning Committee Section listing the planning team members.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Time frame/length of involvement:

*Description of mitigation project:

*Description of your role in the project:

*Description of the results of the project:

*Identify groups involved in the project:

*Name and phone number of individual who can verify your involvement:

8. **SPECIAL ASSIGNMENT**

Involved in a special assignment for a committee, task force, or working group addressing disaster/emergency management issue within the past five (5) years. The resulting product or decisions must make a contribution to or impact on the emergency management community.

There needs to be documentation that this assignment is an individual accomplishment rather than a position requirement. A special assignment is something that is a non-routine addition to your core job requirements.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Time frame/length of service:

*Committee/task force title:

*Sponsoring organization (be specific):

*Description of assignment:

*Description of your contributions to completing the assignment:

*Name and phone number who can verify your service on the special assignment:

9. **SPEAKING ENGAGEMENT**

Develop and participate in two (2) presentations or panels of a minimum of twenty (20) minutes (including radio, television, educational, video, webinar, etc.) each within the last five (5) years related to emergency management. This could also include presentations at local, state and nation-wide events and conferences. Applicant must be an actual presenter and not just the author of the presentation.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

ENGAGEMENT #1

*Date:

*Location:

*Sponsoring organization:

*Length of engagement:

*Description of engagement:

*Verification (choose one):

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify your engagement:

ENGAGEMENT #2

*Date:

*Location:

*Sponsoring organization:

*Length of engagement:

*Description of engagement:

*Verification (choose one):

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify your engagement:

10. **AUDIOVISUAL AND INTERACTIVE PRODUCT**

Personally develop content for distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession. PowerPoint type presentations are not applicable.

*URL, if a web site:

If a URL cannot be supplied, please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Product:

*Date of production:

*Sponsoring organization(s) (be specific):

*URL, if a web site:

*Description of product and its contribution to the field of emergency management:

*Description of your contribution in the development of the product:

*Name and phone number of individual who can verify your involvement in the development of the Audio-Visual and Interactive product:

11. TRAINING

Complete advanced level training course that enhance your emergency management capabilities within the past five (5) years. These courses could include those offered thru the National Domestic Preparedness Consortium, Emergency Management Institute, Rural Domestic Preparedness Consortium and ICS position specific courses among others. The courses must be at least sixteen (16) hours in length.

Attach a copy of the Certificate of Completion.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Description of the significant impact that this course had on your capabilities:

12. DISASTER EXPERIENCE

You were assigned a position during an actual event that lasted at least forty-eight (48) hours. You do not have to be involved for the entire 48 hours but does need their assignment to fall within that timeframe. You cannot use the same actual event experience (Renewal applicant's only) that was used to meet the Exercise Requirement.

Attach a copy of the declaration or proclamation, if available.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Type of event:

*Date:

*Duration:

*Location of assignment:

*Describe your involvement:

*Describe lessons learned by your involvement:

*Name and phone number of person who can verify your identified assignment:

13. DEVELOPMENT OF A PRE-EVENT RELATED PLAN/ANNEX

The development of or assisting in the development of a plan/annex prior to the next actual event within the past five (5) years. This could include emergency operations plan, continuity of operations, mitigation, hospital/school response, evacuation, hazmat, flood and transportation, among others.

Attach a copy of the plan/annex table of contents and approval page.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Other entities involved:

*Describe the your role in developing the plan/annex:

*Name and phone number of individual that can verify your identified role:

If a copy of the plan/annex cannot be attached, please address the following items.

*Specific plan:

*Status of plan:

14. DEVELOPMENT OF A PLAN RELATED TO AN ACTUAL EVENT

The development or assisting in the development of plans, related to an actual event within the past five (5) years. These plans could include incident action plans, water distribution, financial assistance, damage assessment, debris management, volunteer and donations management, after action report/improvement plan, among others. You may not use the same event for #12 and #14.

Please attach a copy of the plan.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Describe your role in developing this plan:

*Name and phone number of individual that can verify your identified role:

If a copy of the plan cannot be attached please address the following items.

*Name of event:

*Date:

*Duration:

*Other entities involved in event:

*Type of plan:

15. MENTORING (INTERNAL)

Includes mentoring or working directly with someone in your jurisdiction/organization to provide an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time within the past five (5) years. This should be outside your scope of normal job responsibilities. This could include a newly elected/appointed officer, a new volunteer, staff that is critical to your organization but doesn't see why they are critical, those that can help promote your program, those that were identified as a concern in past exercises, the person who will take your place when you step down, among others.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Mentored position (no name required):

*Reason for mentoring:

*Describe current mentoring process:

*Describe any lessons you learned by mentoring:

16. MENTORING (EXTERNAL)

Includes mentoring or working directly with someone outside your jurisdiction/organization to provide an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time within the past five (5) years. This should be outside your scope of normal job responsibilities. This could include newly appointed staff in a neighboring jurisdiction, staff outside your jurisdiction/organization that are crucial to your success but don't see why they are crucial, staff with regional responsibilities that include your jurisdiction/organization, among others.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Mentored position (no name required):

*Reason for mentoring:

*Describe current mentoring process:

*Describe any lessons you learned by mentoring:

17. SHADOWING

Includes shadowing or following an individual for a period of time to observe how they accomplish specific emergency management-related tasks that you feel you would like more information on or to improve how you can accomplish these tasks. These could include developing, conducting and evaluating an exercise, revising an emergency operations plan, managing emergency operations center during an actual activation, developing an after action report/improvement plan, conducting threat/hazard vulnerability assessment and completing grant application forms, among others.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Position shadowed:

*Reason for shadowing:

*Describe current shadowing process:

*Describe any lessons you learned by shadowing:

18. HIGHER EDUCATION DEGREE

Completed either an Associate, Bachelor, Masters, or Doctorate from a nationally or regionally accredited school, college or university in emergency management, homeland security, disaster preparedness, disaster management or a closely related degree, such as public safety, public policy or public administration which include a minimum of 18 credit hours in course work directly related to emergency management, homeland security, disaster preparedness, or disaster management. Please attach a copy of the degree.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Describe the significant impact that this degree has had on your capabilities:

19. OTHER

Other contributions may be recognized by request that you feel do not fall within those previously listed. Contributions must clearly demonstrate a commitment to the emergency management profession.

Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.

*Identify the contribution:

*Date:

*Location:

*Describe your role or involvement:

*Describe how this contribution demonstrates a commitment to the emergency management profession: